

# Coconino County Geographic Information Systems A Simple Web Site Tutorial (FAQ)



## EXPLANATION OF COVERAGE IN THIS TUTORIAL:

This is a simple introductory tutorial of the most frequently asked questions. It does not have the expanded coverage of the items shown in the full manual and users should review that document before contacting GIS for help. To view the full manual click on “*Click here for online MANUAL*” on the opening screen of Interactive GIS Mapping site. There are other commands that can be used to access the same data as shown in this tutorial but these will not be addressed here. Shown is just one way of several possible ways.

## Accessing the Interactive GIS Mapping Site

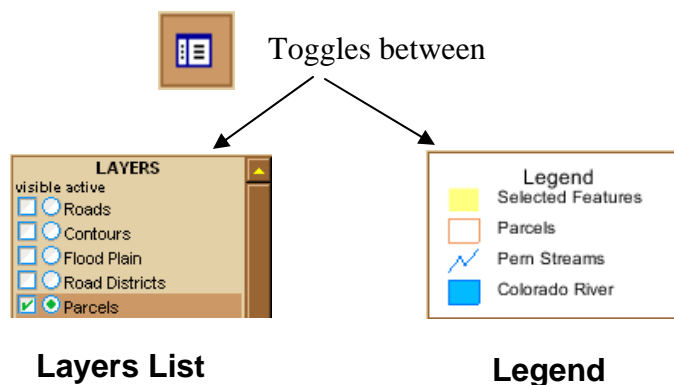
Start GIS Mapping Site at:

- <http://gis-map.coconino.az.gov>

Before continuing, it is necessary to check your computer to be sure the *pop-up window* in Internet Explorer 6.0 or whatever internet browser you are using is enabled. For Internet Explorer 6.0 go to top menu **Tools** and *enable* this feature. Other browsers may *enable* pop-ups in a different way.

## Preliminary comments about the Tool Bar. For a complete discussion of all features of the Tool Bar view the online manual as noted above.

To navigate successfully through the GIS Mapping program it is necessary to be aware of the tool bar features. Note the Layer/Legend button which allows you to toggle between the Layers List and Legend. See examples.



## Locating a Parcel if Assessor's Parcel Number (APN) is known

From the mapping web site:



- On the left side of the screen under **Analysis Tools** *left click* on **Parcel Locator**.
- Type in the known APN in the dialog box *either with or without* the dashes. Note examples below:
- *Left click* on **Locate**. Patience is required while the system accesses the data. Each command must be completed before further inputs are made. If you have entered a valid APN and it is in the mapping system a map showing the parcel will be displayed. If a map is not displayed contact GIS for help.

APN without dashes

APN with dashes

## Locating a Parcel if address or property owners name is known but the APN is unknown.

From the mapping web site:

On the left side of the screen under **Analysis Tools** *left click* on **Parcel and Property info Locator** (last item on list) to display the dialog box shown.

- Type in the known address or property owners name in the dialog box and *left click* on **Search**. Patience is required while the system accesses the data. Each command must be completed before another inquiry is made.
- If you have entered a valid address or property owners name and it is in the mapping system the parcel information will be displayed. If a map is not displayed contact GIS for help.

## Hints for finding parcels

If searching for a parcel using the above method does not produce results, other approaches can be used. If you have entered a **Situs Address** and no information is displayed, try using only the street name without number or other designation, i.e. enter **Aspen** rather than **213 Aspen Ave.** Same with Owner Name, enter **Andersen** rather than **John Andersen**. This method should produce a list which you can search and find the parcel.

## Zooming in or out

When you were locating the property using one of the above methods the default buffer distance around your parcel was 300 feet. This could have been changed to any amount including “0” ft. if only viewing the parcel was desired. However, most users would like to view the parcel in proximity to other parcels or roads. This is easily done by entering a different buffer amount, i.e. 5,000 ft. or zooming in or out using one of the toolbar buttons shown on the web site screen and shown below.



Zoom in (magnify) and center map



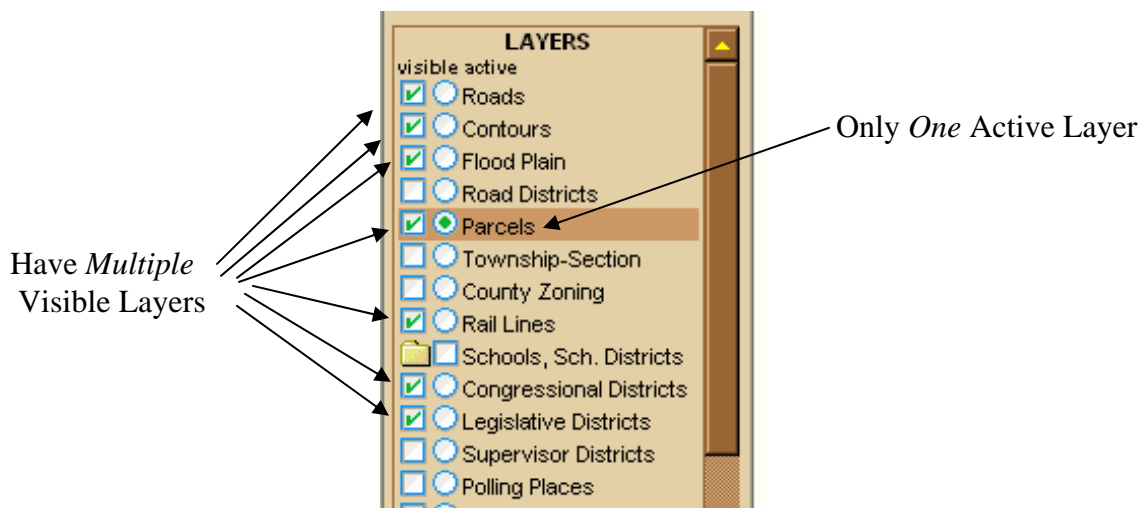
Zoom out (reduce) and center map



You can also move your parcel around on the web page by using the hand (pan) tool.

## Features you might want in your parcel map

After you have displayed your parcel using one of the methods shown above you might want to display other features besides the parcel such as *roads, zoning, contours, flood plains* etc. When you access the mapping site you will note on the left side under the Analysis Tools list a *Layers* list. The Layers list displays *visible* (square box) and *active* (circle). You may select as many visible layers as you need in your map but it is possible to have only one layer active at one time. Choosing an active layer allows the user to use the toolbar buttons for a layer. Note example below.



After you have checked the box(s) *click* on the **Refresh Map** button above the layers list and the layers selected will be incorporated into the map.

## Aerial coverage layer

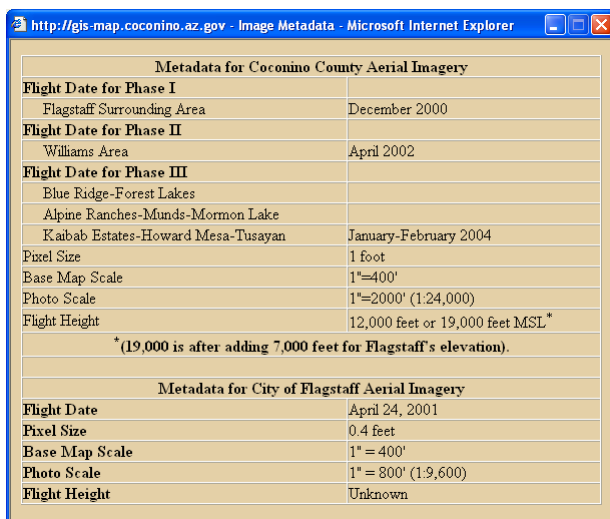
Much of Coconino County (but not all) has aerial coverage that you might want to display in the map. This is done as follows:

- While your parcel is displayed, select the Aerial Photos (folder) under the layers section as shown.

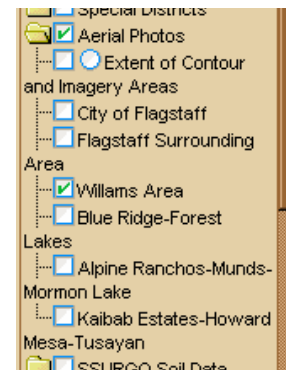
Select Aerial  
Photos folder



If aerial coverage is available for your parcel an information box with flight information will be displayed as shown below. Close this window and an expanded list of folders in the aerial section will be displayed.



Close this window to  
display an expanded  
list of choices



Search and *click* on the location of your parcel from the list.

Then click on the **Refresh Map** button above the layers section. The aerial coverage will then be displayed as shown.



If aerial coverage for your parcel is difficult to view because of highlighting go to the Tool Bar and click on the eraser button. This will remove the highlighting.



## Printing a Map

Several steps are required to print a copy of the displayed map and pertinent information in the adjacent window below the parcel.

- To print the map *click* on the print icon button in the toolbar at the top of the screen.



This will produce a dialog box as shown below for you to enter additional information for your print.

ap [Help](#)  
Click on Print Page. Use menu's File-  
Print.  
Title to display on Map:  
Coconino County, Arizona  
Create Print Page  
Print Legend  
Print Overview Map  
Size of Page: ☒ 11x8.5 ☐ 17x11 ☐ D Size ☐ E Size  
Printer resolution: 300 dpi

- Enter a title if desired.
- Select a page size.
- If you wish to print a legend or overview map click the appropriate box(s).
- Select a printer resolution. 300 dpi is the default and is usually adequate.
- Click* on **Create Print Page**. When the map is displayed *click* on print icon button in the toolbar or File/Print in the menu. Follow the usual print instructions and set page set-up to landscape.

## Printing Data (Example shown is for parcel data)

A separate panel is displayed below the parcel map. This panel has a separate print icon button which is used to print the list of properties located in the vicinity of your parcel or other layers if previously selected. Refer to the dialog box below showing the parcel layer data. Note the print icon in the upper right side of the parcel panel.

Click on print icon

Rec	Legal Acre(s)	Parcel Number (APN)	Book	Map	Parcel	Split	Lot	Metadata	AO Map	Situs Address	Owner	Mailing Address
1	1.07AC	40357004	403	57	4		545		<a href="#">40357000</a>	545 WILDCAT RD	DENT WILLIAM C JR TRUSTEE	1522 E YUCCA ST PHOENIX AZ 85020
										546 WILDCAT	TIBMEYER ROBERT J & JEAN M	10802 N SUNDOWN DR

- To print the data listed in the bottom frame first *click* on the panel to select. Then *click* on the print icon which will direct you to your print dialog box. Follow the usual print instructions.

## Assessor maps

In the above parcel list panel, you will note a heading **AO Map**. Clicking on this will display an assessor's parcel map for this location. Print a copy if desired using the print icon in the toolbar.

## Latitude and Longitude

Note that your cursor becomes a “+” sign as you move it over the map. If you look in the far lower left corner of your screen, usually above the “Start” button you will see coordinates displayed and changing as the cursor is moved on the parcel. Select a location and note the coordinates.

Next go to [www.ngs.noaa.gov/TOOLS/spc.shtml](http://www.ngs.noaa.gov/TOOLS/spc.shtml). The Interactive conversions will be displayed. Choose “*SPC to Latitude/Longitude*” as shown. (*SPC = State Plane Coordinates*)

### Interactive Conversions

- [Latitude/Longitude -> SPC](#)
- [SPC -> Latitude/Longitude](#)
- [Find Zone](#)

On the next screen shown below choose *NAD83*.

☒ NAD83 (Input SPC units = METERS)  
☐ NAD27 (Input SPC units = FEET)

NORTHING =  example = 73583.528  
EASTING =  example = 314066.233

ZONE =  example = 1501

- Enter your coordinates (note that this site asks for the Northing value first) including decimals.
- Next enter “0202” for the zone and click submit. If your data was entered correctly you will see the Latitude/Longitude for your parcel in degrees/minutes/seconds as shown below.

=====				
North (Meters)		East (Meters)	Datum	Zone
INPUT = 465539.78		245319.73	NAD83	0202
=====				
LATITUDE	LONGITUDE	AREA	CONVERGENCE	SCALE FACTOR
DD MM SS.ffffff	DDD MM SS.ffffff		DD MM SS.ss	
-----	-----	----	-----	-----
35 11 51.00685	111 33 56.48332	AZ C	0 12 8.29	0.9999126

Keep in mind that the accuracy of your Latitude/Longitude coordinates will likely be anywhere from +/- 10 to +/- 50 feet more or less. However this should enable you to identify the approximate location of your parcel.

## One-Stop Shop

Used to display all attributes or land records at the parcel level.



While displaying the parcel click on the One-Stop icon button in the toolbar and then click on the parcel to view the report.

Shown below is an example of a partial report.

## One-Stop Shop (Cont.)

**One Stop Shop Report**

N)

Click +/- to Open/Close Table

ATTRIBUTE DATA FOR THIS REPORT WAS LAST UPDATED ON 03/24/06

**Floodplain**

Firm Panel	Quad	Zone	COBRA	SFHA	Panel Type	Panel	Latitude	Longitude	Quad Unit
000C	B5	500 Year	COBRA_OUT	OUT					

**Parcels**

Book	Map	Parcel Split	Parcel Number (APN)	Assessors Office Map	Lot
7	2		1		

**Property Data Tax Year 2006 (source: AZ State Dept. of Revenue)**

Parcel Number	11
Tax Area Code	50
Book	7
Map	2
Section	7
Township	N
Range	E
Situs Address	61 DR
Mailing Address	6 DR FLAGSTAFF AZ 8600
Owner Name	CPWROS
Second Owner	
Third Owner	
Fourth Owner	
Land Full Cash Value	55965
Land Legal Classification	
Improvement Legal Classification	
Legal Description	
Last Updated	
Docket Recorded	

(Data has been purposely obscured)

## Delinquent Parcels

This section will allow you to view delinquent parcels in the database.

From the mapping web site:

On the left side of the screen under **Analysis Tools** *left click* on **Delinquent Parcel Mapper** to display the screen below.

- **Years Delinquent** is the default and only choice.
- *Left Click* on **Locate Delinquent Parcels**.

http://gis-map.coconino.az.gov - Parcel Lo...

**Map Delinquent Parcels**

**Map All Delinquent Parcels**

By

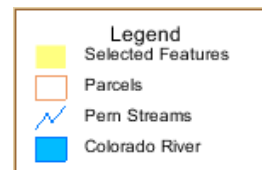
Delinquent Parcels will be displayed in a Red-Blue-Purple color scheme, non-delinquent parcels will be hollow brown lines as normal.

Delinquent Parcels are located throughout private land in Coconino County, therefore this function doesn't zoom to any particular delinquent parcel. After running this function, you may zoom to any portion of the county using the zoom tools.

The Delinquent Parcels will appear in the main map section screen. Use the *Zoom In* Tool to view the delinquent parcels which are color coded.



To understand the coding *click* the Layers/Legend toggle previously mentioned to display the code designations.





## Flood Zone Locator

From the mapping web site:

On the left side of the screen under **Analysis Tools** *left click* on **Flood Zone Locator**

The screenshot shows a web form titled "Flood Zone Locator" with the subtitle "Select Search Type". It contains three radio button options for searching: "Parcel Number (APN)", "Township / Range", and "Street Intersection". The "Parcel Number (APN)" option is selected. Below it is a text input field with a placeholder "(ex.: 30117038C or 301-17-038c)". The "Township / Range" option has three dropdown menus for "Township", "Range", and "Section (01-36)". The "Street Intersection" option has two dropdown menus for "Street 1" and "Street 2". At the bottom is a "Locate" button.

- Select one of the 3 methods of searching and left click on **Locate**.
- A map will be displayed indicating 100yr/500yr flood possibilities if the area is located in a flood zone.

## Property Data Search

This section will allow you to search several data tables containing property information.

From the mapping web site:

On the left side of the screen under **Analysis Tools** *left click* on **Property Data Search**. A warning notice will appear. Scroll down to the agreement section and if after reading the caution notice you wish to continue click on "*I agree*". The following screen will appear giving you several options.

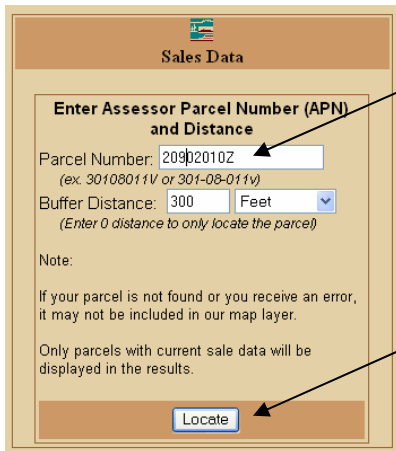
The screenshot shows a web form titled "Database Search Tool". It is divided into three main sections: "Step 1: Select a table.", "Step 2: Select search type", and "Step 3: Select items for report: (Hold Control Key down for multiple select)". "Step 1" has a dropdown menu for "Coconino DOR Database". "Step 2" has two main search methods: "Search by Parcel Number:" and "Search by Owner Name:". The "Search by Parcel Number:" method has a text input field with a placeholder "Example: 30111017" and a "Select Field to search:" dropdown menu. The "Search by Owner Name:" method has a text input field. "Step 3" has a list box with the following items: "AO Map", "Tax Area Code", "Book", "Map", "Section", "Township", "Range", "Situation Address", "Owner Name", and "Second Owner". At the bottom, there is a "Final Step:" section with buttons for "Search", "Create Report", "New Search", and "Instructions". Below the buttons, there is a message: "No query submitted. Selecting hyperlinked [Parcel Number](#) will return parcel in map. Selecting hyperlinked [AO Map](#) will return the scanned Assessor Map in a new window." At the very bottom, there is a note: "Note: If you get an error after selecting the parcel hyperlink, the parcel is likely not in our map layer. Selecting the [AO Map](#) link should still return the Assessor's Map."



## Sales Data

From the mapping web site:

On the left side of the screen under **Analysis Tools** *left click* on **Sales Data** to display the dialog box. shown.



**Sales Data**

**Enter Assessor Parcel Number (APN) and Distance**

Parcel Number:   
(ex: 30108011V or 301-08-011V)

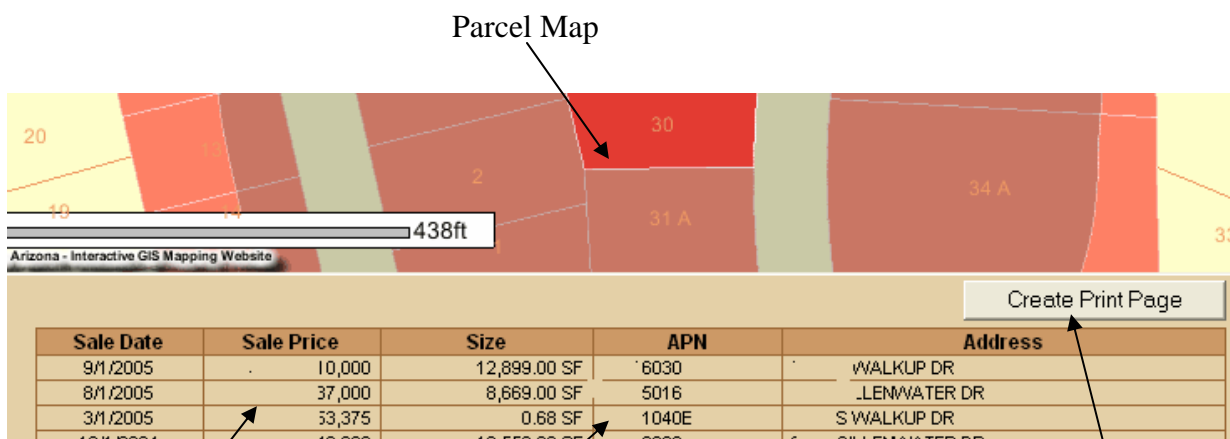
Buffer Distance:  Feet ▼  
(Enter 0 distance to only locate the parcel)

Note:

If your parcel is not found or you receive an error, it may not be included in our map layer.

Only parcels with current sale data will be displayed in the results.

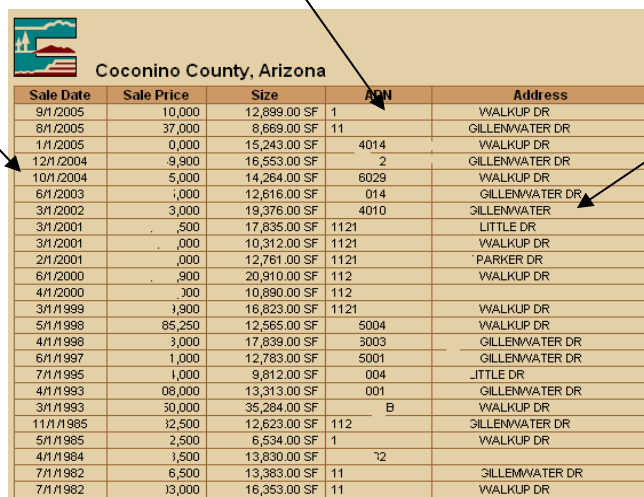
- Type in the known APN in the dialog box either *with* or *without* the dashes. Decide on a Buffer Distance. The default is 300 feet. The area within the buffer distance is the area that will display the sales data. If you want sales data for a larger area change the 300 feet default to whatever you need, (i.e. 1 mile etc.).
- Left click* on **Locate**. The parcel map will be displayed with the sales information in the adjacent window below the parcel as shown in the example below.



Sales Information

(Data has been purposely obscured)

Click on **Create Print Page** to display a separate easy to read window



**Coconino County, Arizona**

Sale Date	Sale Price	Size	APN	Address
9/1/2005	10,000	12,899.00 SF	1	WALKUP DR
8/1/2005	37,000	8,669.00 SF	11	GILLENWATER DR
1/1/2005	0,000	15,243.00 SF	4014	WALKUP DR
12/1/2004	9,900	16,553.00 SF	2	GILLENWATER DR
10/1/2004	5,000	14,264.00 SF	6029	WALKUP DR
6/1/2003	,000	12,616.00 SF	014	GILLENWATER DR
3/1/2002	3,000	19,376.00 SF	4010	GILLENWATER
3/1/2001	,500	17,835.00 SF	1121	LITTLE DR
3/1/2001	,000	10,312.00 SF	1121	WALKUP DR
2/1/2001	,000	12,761.00 SF	1121	PARKER DR
6/1/2000	,900	20,910.00 SF	112	WALKUP DR
4/1/2000	,300	10,890.00 SF	112	
3/1/1999	1,900	16,823.00 SF	1121	WALKUP DR
5/1/1998	85,250	12,565.00 SF	5004	WALKUP DR
4/1/1998	3,000	17,839.00 SF	3003	GILLENWATER DR
6/1/1997	1,000	12,783.00 SF	5001	GILLENWATER DR
7/1/1995	1,000	9,812.00 SF	004	LITTLE DR
4/1/1993	08,000	13,313.00 SF	001	GILLENWATER DR
3/1/1993	50,000	35,284.00 SF	B	WALKUP DR
11/1/1985	12,500	12,623.00 SF	112	GILLENWATER DR
5/1/1985	2,500	6,534.00 SF	1	WALKUP DR
4/1/1984	1,500	13,830.00 SF	12	
7/1/1982	6,500	13,383.00 SF	11	GILLENWATER DR
7/1/1982	13,000	16,353.00 SF	11	WALKUP DR

### **Printing the sales data**

While displaying the sales data window go to the menu **File/Print** and follow the usual printing instructions.

### **Emailing the map**

The suggested way of emailing a map is to use a screen capturing software program or **ALT, print screen**. Paste the image